



THE DIOCESE OF WEST MALAYSIA

APPLICATION FOR MARRIAGE ACCORDING TO THE RITES OF THE ANGLICAN CHURCH

Holy Matrimony is an important event in the life of the couple who wish to get married. Every couple wishes their wedding to be a grand affair. The Church also wishes to help them to make the wedding a grand one.

Much of the success of the occasion depends upon the preparation before the wedding. These instructions are set before you to help you in your preparation thereby ensuring that everything is done properly to avoid any last minute hitch which could have been avoided had all things been done in the proper time and in the proper way. The main aim of these instructions is to help you and not to hinder. You are kindly advised to read this carefully before you proceed with your preparation.

Before you proceed further, it is my duty to inform you that the weddings in the Anglican Churches in this Diocese are conducted in accordance with the Laws of Malaysia – Act 164 – Law Reform (Marriage and Divorce) Act 1979 and the Canons, Rites and Regulations of the Anglican Church as observed in this Diocese. So it is imperative that we observe these laws and regulations to make sure that marriages conducted in the Anglican Churches are valid and in accordance with the laws of the land and the Church.

Since the above Marriage Law came into being only the priest who is duly appointed as Assistant Registrar of Marriages of a particular Church by the Registrar General of Marriages can officiate at the marriage in that Church. While this office makes every effort to see that each priest in our Diocese is duly licensed as Assistant Registrar of Marriages in the Church he serves, it is sometimes beyond our control to get this done in time. However, the Vicar / Priest in Charge in the Church where you regularly worship would only too pleased to help you in your preparation even if he is not licensed to the Church where you are to have your wedding.

May God bless you and your wedding and grant you both a happy, long and blessed wedlock together.

Most Rev. Datuk Ng Moon Hing
Bishop of West Malaysia

1 June 2016

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| 1.0 | Persons intending to get married are advised to consult the Vicar or Priest in Charge of the Church, where the marriage is to take place, at least three (3) months before the proposed date of wedding before finalizing their plans. | Consultation |
| 2.0 | The Church does not normally permit weddings during the seasons of Lent and Advent. If any couple wishes to get married during Lent and Advent, they should apply to the Bishop in writing for Special Permission at least three (3) months before the proposed date of wedding stating the special reasons for seeking such permission. The application should be accompanied by the recommendation of the Vicar / Priest in Charge, if he is inclined to officiate the wedding. | Lent , Advent and Sundays |
| 2.1 | BUT NO Permission shall be granted for any wedding during the Holy Week, namely, from Palm Sunday to Easter Sunday inclusive. | No wedding during Holy Week |
| 3.0 | Marriages can be solemnized between the hours of six (6) in the morning and seven (7) in the evening only. | 6.00am to 7.00pm. only |
| 4.0 | Application form ADWM-M2 has to be filled and signed by both the persons who wish to be married if they are above 21 years old. It must be handed to the Vicar or Priest in Charge, by both of them personally, at least two (2) months before the date for the first calling of Banns. Form JPN.KC02 of the Government should also be filled in by the couple and signed before a duly authorized person. | Personal Application |
| 4.1 | If one of the parties is below the age of 21 years but above the age of 18 years the Form should be signed by the Father / Mother / Legal Guardian of the party concerned, who shall accompany them to hand over the Form to the Vicar / Priest in Charge at least one week before the date of calling the Banns. The party above 21 years can sign on his / her own. | One party below 21 but above 18 years |
| 4.1.1 | The application form should be accompanied by the written consent by the Father / Mother / Legal Guardian in the Form of Statutory Declaration signed before the Commissioner for Oaths. This applies to the party below 21 years old. | Consent |
| 4.2 | A marriage cannot be solemnized in Church by Banns if one of the parties is below 18 years but above 16 years. In such cases application should be made to the Bishop for License for Marriage. The written approval of the Menteri Besar or Chief Minister of the State concerned should also be obtained. (See Section on License for Marriage). | One party below 18, but above 16 years of age |
| 4.3 | No marriage can be solemnized in the Church if one of the parties is below 16 years of age. | No marriage below 16 years of age |
| 4.4 | No marriage can be solemnized in Church if both parties are below 21 years of age. | No marriage if both parties below 21 years of age |
| 5.0 | It is a rule in the Diocese that a marriage can be solemnized in Church only if both the persons to be married are baptized members of the Church. Baptized persons are those who were baptized in the Name of the Trinity in any Christian Church. | Christians only |
| 5.1 | At least one of the parties concerned should be an Anglican member in this Diocese. If the other party does not belong to the Anglican Church but is duly baptized in the name of Holy Trinity – the Father, the Son and the Holy Spirit – he / she should produce a Baptism Certificate from his / her Church. | At least one should be an Anglican |
| 6.0 | At least one of the parties who intend to get married in one of the Anglican Churches should be a RESIDENT member of the Anglican Church in this Diocese. | At least one should be a Resident Anglican member |
| 7.0 | A marriage of a divorcee or two divorcees is not permitted in this Diocese. But all being well, pastoral care is extended to the divorcee(s) who get married in the Registry according to Civil Rites. | No marriage of divorcee but pastoral care extended |
| 8.0 | The publication of Banns before marriage is the normal practice in the Anglican Church. Banns have to be published for three consecutive | Banns |

Sundays before the date of the marriage.		
8.0.1	Banns are applicable if only both parties are members of the Anglican Church in this Diocese.	Banns for Anglicans only
8.0.2	Certificates of Banns from overseas are not accepted in this Diocese owing to various practical and legal problems.	Banns Certificate
8.1	If they belong to one Parish / Missionary District, the Banns should be called in the Parish / Main Church of the Missionary District.	Members of one Parish / Missionary District
8.2	If they belong to two different Parishes / Missionary Districts, the Banns should be called in both the Parish / Main Churches of the Missionary Districts. In this case the Banns should be called in both the places on simultaneous Sundays by previous mutual arrangement. If the wedding does not take place in his church, the Vicar / Priest in Charge of the place concerned where the Banns are called should send a Certificate of Banns to the Vicar / Priest in Charge of the other Church where the wedding takes place. This should be done if no impediment is alleged after calling all the three Banns.	Members of different Parishes / Missionary Districts
8.3	If the couple wishes to get married in a Church (building) other than the Parish / Main Church of the Missionary District, they cannot get married by Banns. They should apply to the Bishop for License for Marriage in lieu of Banns. (See Notes on License for Marriage).	Marriage in a Church where the parties are not members
8.4	The fee for the Publication of Banns is RM5.00 in each Church and a receipt for this amount should be issued by the Treasurer of the Parish or Missionary District concerned.	Banns Fee.
8.5	Banns are in force three (3) months from the date of the third publication.	Validity of Banns Certificate
9.0	In special circumstances, the marriage can be solemnized after the obtaining of a License for Marriage instead of the publication of Banns. An additional application has to be made for this License which can only be issued by the Bishop.	License for marriage
9.1	The fee for the License is RM50.00 . A Cheque to be made in favour of "The Synod of The Diocese of West Malaysia" would be appreciated. A receipt for this payment is to be issued by the Diocesan Treasurer.	Fee
9.2	The License is valid for a period of thirty (30) days from the date of issue.	Validity
9.3	Such special circumstances for the granting of Marriage Licenses are:-	Reasons for License
9.3.1	If the marriage has to take place at short notice without sufficient time for publication of Banns on the grounds of -	
9.3.1.1	Transfer of one of the parties from his or her place of employment.	
9.3.1.2	The state of ill-health of parent who desires to see his / her son / daughter married while he or she is still living or	
9.3.1.3	Such reasons to the satisfaction of the Bishop or his Surrogate or the Banns cannot be validly called for some reasons or other.	
9.3.2	If the marriage is to take place in a Church in a Parish or Missionary District where neither of the parties are enrolled in the Electoral Roll.	
9.3.3	If one of the parties is not a member of the Anglican Church, but of another denomination regardless of whether the publishing of Banns is required practice in that denomination or not.	
9.3.4	If one of the parties is from overseas, but has been in West	

Malaysia for at least 96 hours (4 days), the person should also fulfill the residential requirement of the Marriage Act.

9.3.5 If one of the persons to be married is a minor below the age of 18 years but above the age of 16 years (Western reckoning). Please see item 4.2 also.

- 10.0 The couple who wish to get married by License should submit to the Bishop or the Surrogate the following documents through the Vicar / Priest in Charge. **Documents required for the License**
- 10.1 They should produce -
- a. Photocopy of their Baptism certificate Evidence of Baptism
 - b. Photocopy of their MYKAD
 - c. Application "Form ADWM – M3" duly filled
 - d. Proof of change of address if different from MYKAD
 - e. The Government Form JPN.KC02 as required
 - f. Fee for the License
- 10.2 The Anglican member(s) should produce a letter of evidence from the respective Vicar / Priest / Deaconess in Charge / the accredited Acting Chairman of P.C.C. or M.D.C. during the vacancy of the Incumbency or the leave of the incumbent regarding the membership in the Parish / Missionary District. Evidence of membership
- 10.3 The Vicar / Priest / Deaconess in Charge should forward the application form for the license for Marriage with all the relevant documents required to the Bishop with his letter in Form ADWM – M4. The applicants need not appear before the Bishop in person.
- 11.0 In order to prepare our members for the Sacrament of Marriage it is a rule that both the persons to be married should attend a Marriage Preparation Course with the Vicar / Priest / Deaconess in Charge of the Church where the marriage is to take place. Such a preparation Course should have at least **five (5) sessions** of about one hour's duration each. It will also include a rehearsal of the marriage. **Preparation**

N.B. The Vicar or Priest or Deaconess in Charge shall make known these Notes to the parties concerned and shall read and explain to them as desired or necessary. It is the duty of the Vicar or Priest or Deaconess in Charge to see that all required particulars are in accordance with MYKAD. NO marriage shall be solemnized unless and until all required particulars are supplied by the parties intending to get married. As these instructions are not exhaustive, please consult the Bishop in case of doubt.

References to the Parish / Missionary Districts in above instructions are applicable to the Cathedral also.